

PRO TIPS

Facilitating Your Next Meeting

Great facilitators, no matter what job or role they are in, know how to create the conditions that lead to better collaboration and faster results. They build trust, reduce conflict, and accelerate positive outcomes.

Manage Your Mindset

That internal voice in our head is loud. It's telling us things like *"Don't get off message."* or *"What should I say next?"* and that prevents us from being present. Manage your self-talk by shifting your thinking towards others so you stay tuned in to what's happening for them.



Tailor Your Message

While the message you send is important, the message the receiver hears is even more important. People are wondering *"What does it mean to me?"* Distill your message down to tangible things. Until you've done that, they won't be fully listening to you.

Balance Talking with Listening

The best way to get people to speak up and be open and honest is to listen first and then restate your understanding of what you heard. Make your restatements short, in your own words, just the essence of what was said and not too often, so you can capture the core of the whole message in your restatement. And if someone is expressing emotion, like frustration, confusion, or disappointment, you can restate that too.



Ask Questions

An effective question is open to hearing other's perspectives, like, *"What else might be possible?"* After you ask the questions, stay silent to give people time to think and respond. Avoid questions which express your point of view. For instance, *"I think we'd all agree that this is a good plan, right?"* And stay away from asking *"Any questions?"* It virtually guarantees crickets (silence).

Keep on Track

Start by getting agreement on how the group will work together (the ground rules) and establish an agenda with a "parking lot" to catch anything that could derail the meeting. And if the group gets off track, call it out and reset expectations.



Workshops

We take a proven, skill-based approach to increasing your impact and influence with groups. Our process offers a supportive “stretch” for anyone, new to leading groups to very experienced facilitators.

	Executive Presence	Presentation Skills	Facilitation Essentials
Objectives	Learn the skills to increase your executive presence so you can instill confidence, influence others, and advance your career.	Deliver your message clearly and confidently while building relationships and driving action.	Build the essential facilitation skills that enable connection, learning, and growth.
Who it's for	Anyone who wants to expand their influence, project confidence, and make a stronger impression.	Anyone who wants to become a more capable, engaging, and influential presenter.	Anyone who wants to make a bigger impact when facilitating groups.
Length	Half-day	Two-day	Two-day

Proteus has identified the essential things world-class facilitators bring to groups. Our proven, skill-based approach results in increased capability, confidence, and improved results in any situation where group facilitation matters. Our approach supports leaders at all levels with individualized feedback and targeted coaching to expand their range and increase their impact.